

POLICE OFFICE SPECIALIST I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of responsible office support work related to law enforcement functions; to respond to a variety of questions and inquiries from the general public; to prepare a variety of reports; and to perform a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Police Office Specialist series. This class is distinguished from the Police Office Specialist II by the performance of the more routine tasks and duties assigned to positions within the series including maintaining police records and preparing various mandated reports. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from an assigned Police Commander.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Receive emergency and non-emergency calls over the phone or at the public counter; provide factual information regarding procedures and policies; refer calls to other law enforcement staff as appropriate.
2. Type and process a variety of correspondence, reports, forms and confidential documents from drafts, notes or brief instructions; proofread materials for accuracy, completeness and compliance with departmental regulations.
3. Maintain a variety of records, files and logs of criminal histories, warrants, subpoenas, citations, fingerprint cards and related police information.
4. Disseminate records information to department staff, outside law enforcement agencies, the public and other employees according to established guidelines.
5. Receive and review crime reports for accuracy prior to submission to the District Attorney; return reports to officers needing further clarification.
6. Process new and renewal of fire and burglar alarm permits for business and residential establishments.
7. Maintain and update computerized records of sex offenders residing within the City's jurisdiction; notify sex offenders of the need to register with the department.
8. Prepare reports on uniform crime statistics and monthly arrests for submission to the Department of Justice.

Marginal Functions:

1. Assist dispatch staff in entering citizen calls for service into the computer.
2. Perform related duties and responsibilities as required.

CITY OF BELMONT
Police Office Specialist I (Continued)

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and equipment including computers and supporting word processing applications.
Principles and procedures of record keeping.
Applicable rules and regulations governing the release of law enforcement records.
Use and application of basic law enforcement terminology.
Methods and techniques of dealing with the public.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Perform a variety of responsible office support work related to law enforcement functions.
Respond to requests and inquiries from the general public.
Type and process a variety of law enforcement correspondence, reports, forms and confidential documents.
Maintain accurate and current law enforcement records and files.
Prepare a variety of clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
A typical way to obtain the knowledge and abilities would be:*

Experience:

One year of responsible technical office support or law enforcement office experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a law enforcement computer system access certificate.

WORKING CONDITIONS

Environmental Conditions:

Office environment; extensive public contact.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard.